DOCUMENT RESUME

ED 217 829 IR 010 025

TITLE Chemeketa Community College Developmental Education Enrollment Record Keeping System.
INSTITUTION Chemeketa Community Coll., Salem, Oreg.
PUB DATE May 81
NOTE 36p.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Data Processing; Developmental Studies Programs; *Enrollment; *Management Information Systems; *Microcomputers; *Recordkeeping; Two Year Colleges
IDENTIFIERS APPLE II; BASIC Programing Language; *Chemeketa Community College OR

ABSTRACT

This manual for a management system for student enrollment records in a community college presents and explains the main menu options, print options, and a special menu for English as a second language (ESL) students. Written in BASIC for use on the Apple II Plus microcomputer with 48K memory and two diskette drives with DOS 3.2, the package consists of a series of programs that are linked together so that, under normal circumstances, the operator is simply responding to questions posed by the programs. The programs provide for entering and revising section and student data; printing section and student data, quarterly reports, unduplicated count, and end of year reports; and entering category assignments for ESL students and printing the ESL report. Appendices include instructions for preparing blank diskettes and using multiple data diskettes, and brief descriptions of several special purposes programs that do not appear on the menus. (CHC)

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CHEMEKETA COMMUNITY COLLEGE

DEVELOPMENTAL EDUCATION

ENROLLMENT RECORD KEEPING SYSTEM

MAY 1981

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TABLE OF CONTENTS

	Page
Introduction to the System	2
Equipment Procedures	3
Main Menu Options	5
Entering Section Data	6
Entering Student Data	8
Displaying Student Data	10
Entering Data upon Leaving	11
Changes in Section Data	13
Changes in Student Data	14
Print Options Menu	16
Printing Section Data	17
Printing Student Data	18
Printing Quarterly Reports	19
Printing Unduplicated Count	21
Printing End of Year Reports	22
Special ESL Menu	26
Category Assignment	27
Printing the ESL Report	28
Appendices	
Preparing Blank Diskettes	32
Use of Multiple Data Diskettes	33
Special Purpose Programs	34

The Chemeketa Community College Developmental Education Enrollment Record Keeping System consists of an Apple Computer with the appropriate diskettes. The diskettes contain the package of programs and the data that has been entered into the computer.

The computer system for which the program package has been designed is: the Apple II Plus, with 48K memory; two diskette drives with DOS 3.2 (13 sector); a TV monitor; and a printer of at least 80 columns.

The program package has been written in the BASIC language. This package consists of a series of programs that are linked together, so that under normal circumstances the operator is only responding to questions posed by the programs.

The programs are all contained on the program diskette. Any other 5 inch floppy diskette may be used as the data diskette. (See appendix A for the procedure used to make a blank diskette ready for data.)

TURNING THE EQUIPMENT ON AND OFF:

The normal access procedure is as follows:

1. Put the program diskette into Drive 1.
2. Put a readied data diskette into Drive 2.
   (Make sure both drive doors are closed.)
3. Turn on the TV monitor and the computer.
4. Turn on the printer if print out will be required.

After a few seconds, the screen will display the main menu options.

The normal shut down procedure is as follows:

1. Make sure that the main menu option is showing on the screen.
   (Please DO NOT turn off anything at any other time, for the computer might be in the middle of an unfinished task.)
2. Turn off the TV monitor, the computer and the printer.
3. Remove the diskettes and put them in their protective envelopes.

GENERAL USE OF THE APPLE KEYBOARD AND T.V. SCREEN:

Whenever the computer is waiting for information to be entered, a question will appear on the screen. Following or under the question will be a flashing rectangle (known as the cursor.) The appropriate response should be typed on the keyboard, and it will show in the screen as it is typed in. When the entire response is typed, the operator must press the RETURN key. This is the signal to the computer that the entry is complete.

The Apple computer system has a peculiarity that needs to be learned. The operator must not type in any commas or colons. The computer ignores all the information entered on a line after either of these punctuation marks. A warning message is displayed. The information before the commas or colon is accepted as the entry, and the program continues on.

If a mistake is made and noticed before the RETURN key is pressed, the operator may backspace and correct the error. The backspace key is near the right of the keyboard and has an arrow pointing left. Any characters under the cursor or to the right of the cursor will have been forgotton by the computer. When the cursor is over the place where the mistaken character is, the correction may be entered, and the screen will change to reflect the change.

For example, if JONED was entered, and noticed before the return key was pressed; the cursor would be next to the D. Pressing the backspace key once moves the cursor to over the D. Now press the S key and JONES is spelled correctly.

If a mistake is not noticed until several more characters are entered, the backspace key will be pressed several times.

If SCHMIDT is entered without an H, and the error is noticed before the return key is pressed, backspacing four times places the cursor over the M, and forgets the letters MIDT. Enter HMIDT to correct the mistake. (The screen may look a bit confusing as the new letters are replacing the old, but who looks at the screen anyhow?) As soon as all of the incorrect letters are covered up the screen will accurately reflect the computer's status.

What happens if an error is not discovered until after the RETURN key has been pressed? The computer accepts the mistaken entry, and the operator must wait until the computer gives her a choice to make corrections. (Most of the programs allow for this.)

Some of the time, when an entry is expected from the keyboard, the computer will display the anticipated response. The cursor will be at the far left character of this response. If this anticipated data is indeed correct, all the operator needs to do is to press RETURN.

MAIN MENU OPTIONS:

As the computer is turned on these options are presented on the screen. The operator chooses an option and types in the appropriate number. See the following pages for the details about each option's use.

If a inappropriate number is entered, a warning message is printed on the screen. The operator has another opportunity to choose an appropriate number response.

If only RETURN is pressed or a response beginning with some character other than a number is entered, the computer may assume that zero was intended. See page 16 for the details of the Print Options Menu.

MENU OPTIONS PAGE ONE

ENTER THE OPTION NUMBER FROM 0 TO 7

1 ENTER SECTION DATA

2 ENTER STUDENT DATA

3 DISPLAY STUDENT DATA

4 ENTER ACHIEVEMENTS AND REASONS FOR LEAVING FOR A STUDENT

5 MAKE SOME CHANGE IN SECTION DATA

6 MAKE SOME CHANGES IN STUDENT DATA

7 SPECIAL ESL REPORTS

0 PAGE TWO : PRINT OUT

ENTER SECTION DATA:

As option one is selected from the main menu, the computer readies itself for accepting information about class sections. The diskette drives will whirr for a moment. The screen will then change to notify the operator that the computer is ready to accept section information.

The printout below is an example of a typical entry.

```
ENTERING SECTION INFORMATION
FOR SPRING 81

COURSE AND SECTION?
(TYPE  Z  TO END)  074706A B1
INSTRUCTOR NAME? SMITH M
LOCATION CODE? CAM
TYPE OF PROGRAM? ESL
REIMBURSIBLE? (Y OR N) Y
HOURS PER WEEK? 6
IS ALL OF THE ABOVE CORRECT (Y OR N) Y
```

The course and section identification number is entered first. This "number" may contain any kind of characters: digits, letters and punctuation. It may be entered with blank spaces within it. But these blank spaces are removed by the computer. If the result has exactly nine characters, the computer changes the seventh character to a dash. In any case, a blank space is then inserted just before the last two characters. (It is assumed that all section numbers will contain at least three non-blank characters.)

If the section number entered has already been used on the current data disk, a warning message is displayed. The operator must enter another section number.

The instructor name entered must be twelve characters or less (including blank spaces.) If more than twelve are entered, only the left most twelve are accepted (despite what shows on the screen.)

The location code should be a three character code. If more than three are entered, only the left most three are accepted.

The program type must be one of the following: GED, ABE, ESL, or HSC. Nothing else will be accepted.

The answer to the reimbursible question must begin with the letter Y or the letter N. Any other left most character will be rejected, and another entry requested. The best answer will be only one letter (Y or N.) It is assumed that the majority of sections will be reimbursible, so Y is the anticipated response. Pressing only the RETURN key will be satisfactory.

ENTER SECTION DATA: (Continued)

The hours per week must be two or less characters. Two digits or a decimal point followed by a digit are acceptable. If some other characters are entered, the accounting process will use zero hours per week in its calculation's.

At this time the operator may look over the responses made for this section. If all is acceptable, pressing RETURN or entering Y will record the information onto the data diskette. When the drive stops whirring and the screen is erased, the computer is ready for another section.

If the operator notices some mistakes, NO should be the answer to "Is all of the above correct?" The computer will go through each question again. This time the previous answers will be displayed. For each response that was entered correctly, the operator need only press RETURN. The incorrect ones may be re-entered.

After all of the sections are entered for a particular data diskette, the single letter Z should be typed for the "course and section" question. The main menu returns to the screen after a moment.

ENTERING STUDENT DATA:

As option two is selected from the main menu, the computer readies itself for accepting student enrollment information.

```
ENTERING STUDENT ENROLLMENTS

COURSE AND SECTION?
(TYPE  Z  TO END)  0717X A2
SOC. SEC. NUMBER? 222222222
STUDENT? (LAST NAME FIRST)  (NO COMMA)
JOHNSON RALPH
ADDRESS?
 (TWO LINES - NO COMMAS)
254 HIKE PATH
SALEM 97302
YEAR OF BIRTH? 50
SEX? M
RACE CODE? 1
WEEK ENROLLED? 3
AGENCY? C
LEVEL? 1

IS ALL OF THE ABOVE CORRECT( Y OR N) Y
```

The first question involves the Section Number. This should be entered just like it was entered under section data (see page 6.) If a section number is given that does not exist on this data diskette, a warning message is presented on the screen. An accurate section number should be re-entered.

The student's Social Security number may be entered with dashes or spaces within it. Nine characters (digits or letters) must be entered. More or less than nine will cause a message and require another entry.

The student Name should be entered last name first (for alphabetizing purposes.) If a commas is typed, the first name will be ignored.

Two lines are allowed for the entry of the student's Address. (Again, please no commas.) The total number of allowable characters for the student's name and address, including blank spaces, is 50. If more than this is entered the computer complains. It shows the number of characters that need to be removed. The name is then requested. Each of the three lines is displayed as an anticipated response. So any of these lines that will not be modified can be entered by use of the RETURN key.

ENTERING STUDENT DATA: (Continued)

Year of Birth may be entered as two digits or four. The computer assumes our students were born in the twentieth century. In fact, if four digits are entered, the first two are removed.

The Sex question can be answered satisfactorily only by M or F or words starting with those letters.

The Race code assumes a number between 1 and 6, inclusive.

The Week enrolled must be a number between 1 and 12, inclusive.

The Agency question will accept the first character entered. So be sure that all agency codes start with a different symbol.

The Level question accepts 1 or 2.

"Is all of the above correct?": This works exactly like the section data (see page 7.)

The section number is saved from student to student, anticipating that several students from the same class may be entered one after the other. The RETURN key may be used in cases like this.

After all of the students for a particular data diskette have been entered the Z option should be chosen. Entering Z to the course and section question, starts the student data housekeeping. Each section for which students have been entered must be re-alphabetized. Then the social security list must also be restored. These housekeeping tasks may take 5 or 10 minutes if several students were entered this time, or if there are already many students on the diskette.

The main menu options will eventually reappear on the screen. Please wait!

DISPLAY STUDENT DATA

As option three is selected from the menu, the computer prepares to display all the information on file for any student. The operator must be certain that the correct data diskette is in Drive 2, before accessing this option (or any other.)

To display the data of any student, enter his social security number. Blanks or dashes are okay. Nine characters are required.

```
DISPLAY STUDENT INFORMATION

WHAT SS NUMBER?
(TYPE  Z  TO END)  222222222
```

The printout below is an example of the display that is given.

```
STUDENT:  JOHNSON RALPH      222-22-2222

COURSE & SECTION:  0717X A2
  INSTR.  FRANK F        LOCATION:  MCM
  PROGRAM:  ABE          LEVEL:  1
  REIMBURSIBLE

ADDRESS:  254 HIKE PATH
          SALEM 97302

BORN: 50    SEX: M    RACE: 1
ENROLLED WEEK:  3       AGENCY:  C


RETURN FOR MORE; Z TO END
```

If a student is registered in more than one section or the same data diskette, a message will be displayed on the screen. Pressing RETURN will display the information in that section.

"Return for more; Z to End" gives the operator the choice to display another student (RETURN), or get back to the main menu (Enter Z.)

If the social security number entered is not found on the current data diskette, a message is displayed to that effect.

ENTERING STUDENT ACHIEVEMENTS AND REASON FOR LEAVING

As option four is chosen from the main menu, the computer prepares to accept termination data for any student. The social security number is used to access each student.

```
ENTER OR CHANGE STUDENT ACHIEVEMENT
AND REASON FOR LEAVING

WHAT SS NUMBER?
(TYPE  Z  TO END)  222222222
```

This program first displays all the data on file for the student. Then achievements are requested. Enter as many as apply, following each one by RETURN. When they are all in, or if none are to be entered, type a zero.

The Dropped question accepts Y or N. If Y is indicated, a reason for leaving is requested. A number between 1 and 9 is expected.

Each student may have any number of Achievements, but only one reason for leaving. See the following page for the form used at Chemeketa with the achievement number codes, and the reason for leaving codes.

```
STUDENT:  JOHNSON RALPH      222-22-2222

COURSE & SECTION:  0717X A2
  INSTR.  FRANK F       LOCATION:  MCM
  PROGRAM:  ABE


ENTER ACHIEVEMENT NUMBERS
  (1 - 18)
ENTER 0 TO END 3
ENTER 0 TO END 7
ENTER 0 TO END 0

IS THIS STUDENT TO BE DROPPED? Y

REASON FOR LEAVING?
  (1 - 9)   2


RETURN FOR MORE; Z TO END ?
```

Student Name _____
SS # _____
Course # _____
Date of Drop _____

Primary Language of Student

12

PARTICIPANT ACHIEVEMENTS
(Drop Form)

Directions: Check as many as possible that pertain to the student who is dropping.

_____ 1. Improved basic skills

_____ 2. Acquired competencies in government/citizenship

_____ 3. Acquired competencies in community resources

_____ 4. Acquired competencies in consumerism/homemaking

_____ 5. Acquired competencies in parenting

_____ 6. Acquired competencies in general vocational/knowledge

_____ 7. Acquired competencies in health care

_____ 8. Acquired competencies in specific occupation

_____ 9. Completed Level I ABE-GED

_____ 10. Obtained an Adult High School Diploma

_____ 11. Passed all 5 GED tests

_____ 12. Entered another educational/training program

_____ 13. Received driver's license

_____ 14. Completed Non-Literate I ESL

_____ 15. Completed Non-Literate II ESL

_____ 16. Completed Literate I ESL

_____ 17. Completed Literate II ESL

_____ 18. Completed Literate III ESL

*Reasons for Leaving Directions: Check only one to the best of your knowledge.

_____ 1. Completed objectives

_____ 2. Health problems

_____ 3. Child care problems

_____ 4. Transportation problems

_____ 5. Family problems

_____ 6. Lack of interest (instruction not helpful to participant)

_____ 7. Time class/program scheduled

_____ 8. Other known reasons

_____ 9. Unknown reasons

14

*Also addressed in student follow-up.

CHANGES IN SECTION DATA

As option five is chosen from the main menu, the computer sets up to accept any changes in any of the section information. After the section number is entered, all the data is displayed.

```
CHANGING SECTION INFORMATION

COURSE AND SECTION?
(TYPE  Z  TO END)  074708A A1

SECTION:074708- A1 INSTRUCTOR: ROBERTS B
LOCATION: CAM      PROGRAM TYPE: GED
REIMBURSIBLE? Y    HOURS PER WEEK: 8

ENTER THE CHANGES

COURSE AND SECTION? 074708- A1
INSTRUCTOR NAME? ROBERTS B
LOCATION CODE? CAM
TYPE OF PROGRAM? GED
REIMBURSIBLE? (Y OR N) Y
HOURS PER WEEK? 8

IS ALL OF THE ABOVE CORRECT (Y OR N) Y
```

Then as each item is requested, the current information is printed. If no change is required in a particular item, the RETURN key is pressed. For those that need to be changed, the new data is typed. After all of the items are correct the diskettes file is updated. This will take a few moments, if many students are registered in the section.

The Z option returns to the main menu.

CHANGES IN STUDENT DATA

As option six is selected from the main menu, the computer sets up to accept any changes in the data recorded for any student. After the social security number is entered, all the student's information is displayed. Then five options may be displayed for the operator to choose from.

```
STUDENT:  JOHNSON RALPH      222-22-2222

COURSE & SECTION:  0717X A2
  INSTR.  FRANK F       LOCATION:  MCM

ADDRESS:  254 HIKE PATH
          SALEM 97302
BORN: 50   SEX: M   RACE: 1
ENROLLED WEEK:  3       AGENCY:  C

ACHIEVEMENTS: 3,7
REASON FOR LEAVING: 2
DROPPED

CHOOSE ONE:
  1. REMOVE STUDENT FROM FILES
  2. MAKE SOME CHANGES
  3. FIND A DIFFERENT STUDENT
  5. END OF PROGRAM
```

Option one will allow the student to be removed from this section. This should be used only for a student that was entered by mistake. The operator must verify that the students record is indeed to be destroyed. The anticipated response here is N, so the operator must enter Y.

```
ARE YOU SURE THAT YOU WANT TO REMOVE ALL
TRACE OF THIS STUDENT FROM THIS SECTION
```

CHANGES IN STUDENT DATA: (Continued)

Option two allows the operator to change any of the student data that was originally entered. Each item question is displayed with its previous response. Those to be left as is, will be unaffected by using RETURN. Achievements may be removed if there are any on file. The reason for leaving may be changed if the student has dropped.

```
CHANGING STUDENT DATA

SOC. SEC. NUMBER? 222-22-2222
STUDENT? (LAST NAME FIRST)  (NO COMMA)
JOHNSON RALPH
ADDRESS?
 (TWO LINES - NO COMMAS)
254 HIKE PATH
SALEM 97302
YEAR OF BIRTH? 50
SEX? M
RACE CODE? 1
WEEK ENROLLED? 3
AGENCY? C
LEVEL? 1
ACHIEVEMENTS: 3,7
ENTER ACHIEVEMENT NUMBERS
TO BE DROPPED  (1 - 18)
ENTER 0 TO END 7
ENTER 0 TO END 0
HAS THIS STUDENT DROPPED? Y
REASON FOR LEAVING?
  (1 - 9)   2
IS ALL OF THE ABOVE CORRECT(Y OR N) Y
```

Option three returns the program to the point of entering a social security number.

Option four will be displayed only if a student is enrolled more than once on the same data diskette. If selected, the information for the other section is displayed.

Option five returns the program to the main menu.

After choosing option five or entering Z for the social security number: some housekeeping may take place. If a student's name has been corrected, his section must be re-alphabetized. If a social security number has been changed, the social security file will be resorted. If a student record is distroyed, both sortings occur.

PRINT OPTIONS MENU

Page two of the menu makes available the options for printing data out on paper. The operator should make sure that the printer is properly set up and turned on, before activating any of these options.

```
PRINT OPTIONS       PAGE TWO

ENTER THE OPTION NUMBER FROM 0 TO 5

BE SURE THAT THE PRINTER IS PLUGGED IN!

1  PRINT SECTION DATA

2  PRINT STUDENT DATA

3  PRINT OUT QUARTERLY REPORTS

4  PRINT UNDUPLICATED COUNT

5  PRINT THE END OF YEAR REPORTS

0  PAGE ONE : MAIN MENU
```

Entering zero, or pressing only RETURN, or entering a response that is not numeric; will return the program to the main menu.

PRINTING SECTION DATA

As option one is requested from the print menu, the computer will print out the following information from each section on the current data diskette.

```
LISTING ALL SECTIONS ON THIS DISKETTE FOR SPRING 81
THERE ARE 3 SECTIONS
WITH 6 STUDENTS

FILE NUMBER: 1
SECTION ID: 074708- A1      INSTRUCTOR: ROBERTS B      LOCATION: CAM
PROGRAM TYPE: GED           REIMBURSIBLE? Y            HOURS PER WEEK: 8
STUDENTS ENROLLED:  3

FILE NUMBER: 2
SECTION ID: 0717X A2        INSTRUCTOR: FRANK F        LOCATION: MCM
PROGRAM TYPE: ABE           REIMBURSIBLE? Y            HOURS PER WEEK: 5
STUDENTS ENROLLED:  4

FILE NUMBER: 3
SECTION ID: 074706- B1      INSTRUCTOR: SMITH M        LOCATION: CAM
PROGRAM TYPE: ESL           REIMBURSIBLE? Y            HOURS PER WEEK: 6
STUDENTS ENROLLED:  0
```

PRINTING STUDENT DATA

As option two is selected from the print menu, the computer allows the operator to make a choice. She can request that the students from every section or current data diskette be listed. .Or she can request any particular section one by one.

```
THERE ARE 3 SECTIONS

WITH 6 STUDENTS


STUDENT PRINT OUT

ALL STUDENTS ON THIS DISC BY SECTION
  OR ONE SECTION AT A TIME

DO YOU WANT ALL SECTIONS PRINTED? N


COURSE AND SECTION?
(TYPE  Z  TO END)  074708A A1
```

Below is the printout for a sample section.

```
SECTION      074708- A1
INSTRUCTOR   ROBERTS B
LOCATION     CAM
ENROLLMENT   3 STUDENTS

                                      LEVEL
BROWN PETE              111-11-1111     1
SEA LONNIE              777-77-7777     1
SMITH JANE              333-33-3333     1     DROPPED

ENROLLED HOURS  248
F. T. E.        .365
```

FOURTH WEEK/SUPPLEMENTAL REPORTS

As option three is selected from the print menu, the computer allows the operator to choose which report is to be printed.

```
        FOURTH WEEK / SUPPLEMENTAL
                REPORTS

ENTER YOUR OPTION:  1 , 2, 3, OR 4

1.  PRELIMINARY FOURTH WEEK REPORT
      (NO DATA SAVED)

2.  OFFICIAL FOURTH WEEK REPORT
      (DATA SAVED FOR THE SUPPLEMENTAL)

3.  SUPPLEMENTAL REPORT

4.  TOTAL FOR THE TERM
```

These four reports are essentially the same except for what data they access. The two fourth week report forms only count students that were enrolled by the fourth week. Option two saves this data for later use in the supplemental report. Option one does not save any data. Warning: after an official fourth week report has been submitted, do not do it again for it may change the saved data.

The fourth option here counts all the students on the diskettes. The third, supplemental, counts all the students, but then subtracts the data from the previous fourth week report.

If more than one diskette is being used for data storage, this report program allows for the interchanging of those diskettes so that all the students will be counted. The computer will indicate the appropriate time to remove a diskette and insert another.

An example of this tpye of report follows.

DEVELOPMENTAL EDUCATION

SPRING 81

FOURTH WEEK REPORT
DIVIDE BY 680

DATE: APRIL 27 1981

	STUDENTS	ENROLLED HOURS	FTE
REIMBURSABLE			
CENTER ABE	159	22528	33.129
OUTREACH ABE	176	13244	19.476
CENTER GED	232	29568	43.482
OUTREACH GED	215	13937	20.496
CENTER ESL	148	11462	16.856
OUTREACH ESL	60	4554	6.697
CENTER HSC	38	6270	9.221
TOTAL REIMBURSABLE	1028	101563	149.357
NON-REIMBURSABLE			
OUTREACH ABE	12	616	.906
OUTREACH GED	22	1144	1.682
CENTER ESL	345	37823.5	55.623
OUTREACH ESL	13	1287	1.893
TOTAL NON-REIMBURSABL	392	40870.5	60.104

UPDUPLICATED COUNT

As option four is requested from the print menu, the computer prepares to count all students in an unduplicated fashion. This program is set up to copy all the social security numbers from several data diskettes onto the work file diskette. The computer informs the operator of the appropriate times to remove one diskette and inset another. When all the students have been counted, the result is printed out.

This program takes a lot of time to process all the data. Especially if several data diskettes are used.

DATE : MARCH 12 1981

UNDUPLICATED COUNT = 2008

YEAR END REPORTS

As option five is selected from the print menu, the computer prepares to select specified information about each student. It then summarizes the data in the year end reports.

These reports count students in an unduplicated manner. The students are categorized in several ways. For the first report, the results are summarized by two educational levels, and five racial categories. The second report is by five age brackets and sex. A third reports tallies achievements of the students as they leave the school. Report four tallies the reasons for leaving.

An example of this report follows.

TABLE 1 PART A

BY LEVEL AND RACE

LEVEL	INDIAN	ASIAN	BLACK	HISPANIC	WHITE	TOTAL
1	4	30	2	129	120	285
2	0	0	0	0	0	0
TOTAL	4	30	2	129	120	285

TABLE 1 PART B

BY AGE AND SEX

AGE	MALE	FEMALE	TOTAL
16-18	31	19	50
19-24	65	26	91
25-44	70	46	116
45-59	16	8	24
ABOVE	3	1	4
TOTAL	185	100	285

TABLE 1 PART D

ACHIEVEMENTS OF PROGRAM PARTICIPANTS

	PARTICIPANTS	ACHIEVEMENT
1	70	IMPROVED BASIC SKILLS
2	15	ACQUIRED COMPETENCIES IN GOVERNMENT/CITIZENSHIP
3	33	ACQUIRED COMPETENCIES IN COMMUNITY RESOURCES
4	30	ACQUIRED COMPETENCIES IN CONSUMERISM/HOMEMAKING
5	1	ACQUIRED COMPETENCIES IN PARENTING
6	31	ACQUIRED COMPETENCIES IN GEN. VOC. KNOWLEDGE
7	29	ACQUIRED COMPETENCIES IN HEALTH CARE
8	0	ACQUIRED COMPETENCIES IN SPECIFIC OCCUPATION
9	8	COMPLETED LEVEL I ABE-GED
10	0	OBTAINED AN ADULT HIGH SCHOOL DIPLOMA
11	1	PASSED ALL 5 GED TESTS
12	1	ENTERED ANOTHER EDUCATIONAL/TRAINING PROGRAM
13	0	RECEIVED DRIVER'S LICENSE
14	2	COMPLETED NON-LITERATE I ESL
15	1	COMPLETED NON-LITERATE II ESL
16	12	COMPLETED LITERATE I ESL
17	0	COMPLETED LITERATE II ESL
18	0	COMPLETED LITERATE III ESL

TABLE 4

NUMBER OF PARTICIPANTS LEAVING THE PROGRAM AND THEIR REASONS

	PARTICIPANTS	REASON
1	3	COMPLETED OBJECTIVES
2	4	HEALTH PROBLEMS
3	2	CHILD CARE PROBLEMS
4	6	TRANSPORTATION PROBLEMS
5	4	FAMILY PROBLEMS
6	3	LACK OF INTEREST
7	3	TIME CLASS/PROGRAM SCHEDULED
8	19	OTHER KNOWN REASONS
9	11	UNKNOWN REASONS

SPECIAL ESL REPORTS

As option seven is selected from the main menu. The computer presents a special ESL menu.

```
SPECIAL ESL OPTIONS        PAGE THREE

ENTER THE OPTION NUMBER FROM 0 TO 2

1  SET UP SECTION CATEGORY CODES

2  PRINT ESL REPORT

0  PAGE ONE : MAIN MENU
```

These programs assume that the data diskette will contain only the ESL sections. A separate diskette should be used for ESL students.

ENTERING SECTION CATEGORY CODES

As option one is selected from the ESL menu, the computer prepares to accept the codes to identify sections by category. The number of students in each category will be tallied for the ESL reports. A list of the category codes are listed on the screen to aid the operator (see sample below.) Each section is displayed and the code is entered.

If a mistake is made or if a section changes categories, this option may be run again and changes made.

This option should be exercised before option two each term.

```
ENTERING ESL REFUGEE LEVEL CODES

PUT DISK 5 INTO DRIVE 2

THEN PRESS RETURN

1. NON-LITERATE,BEGINNING

2. NON-LITERATE,CONVERSATIONAL

3. LITERATE,BEGINNING

4. LITERATE,INTERMEDIATE

5. NATIVE LANGUAGE ORIENTATION

6. COUNSELING

7. LANGUAGE LAB

0. UNKNOWN
                    D. DAY CLASS
                    N. NIGHT CLASS

ENTER A NUMBER (0-7) AND A LETTER (D/N)

074706- B1  SMITH M   6D
```

PRINT ESL REPORT

As option two is chosen from the ESL menu, the computer tallies students and prepares for the report printing. A date is requested from the operator. It is printed on the report. (See the next pages for a example of this report.)

ESL REFUGEE PROGRAM REPORT

TERM: WINTER 1981

DATE: MARCH 12 1981

UNDUPLICATED COUNT: 417

ENGLISH LEVEL	NUMBER OF DAY STUDENTS	NUMBER OF NIGHT STUDENTS	TOTAL ENROLLED HOURS
NON-LITERATE BEGINNING	50	0	5616
NON-LITERATE CONVERSATIONAL	59	0	8610
LITERATE BEGINNING	78	30	11335
LITERATE INTERMEDIATE	51	65	11412
TOTALS	238	95	36973

OTHER SERVICES	NUMBER SERVED	TOTAL HOURS SERVED
NATIVE LANGUAGE ORIENTATION	36	760
COUNSELING	30	150
LANGUAGE LAB	22	1140

AREA OF ACHIEVEMENT	NUMBER OF STUDENTS WHO OBTAINED OR IMPROVED
SURVIVAL COMPETENCIES	603
LITERACY SKILLS	51
BASIC SKILLS	215
GENERAL VOCATIONAL SKILLS	202
OCCUPATIONAL SPECIFIC SKILLS	2
HOMEMAKING SKILLS	205
DRIVER'S LICENSE	2
CITIZENSHIP	73
COMPLETED NL I	50
COMPLETED NL II	1
COMPLETED LIT I	36
COMPLETED LIT II	2

ENGLISH LEVEL	NUMBER REGISTERED	END OF TERM ENROLLMENT
NON-LITERATE BEGINNING	50	46
NON-LITERATE CONVERSATIONAL	59	50
LITERATE BEGINNING	108	95
LITERATE INTERMEDIATE	116	84
TOTALS	333	275

SECTION	INSTRUCTOR	LEVEL	ENROLLMENT	DROPS	ENROLLED HOURS
074709- AC	BANASIK S	4N	36	12	3132
074712- AI	ASHLAND J	3D	12	5	1272
074709- EA	BARTH J	1D	6	0	432
074709- AA	CANNING D	3N	20	6	1683
074714- AB	GOHAIDAN C	2D	17	1	2394
074714- AD	GOHAIDAN C	3D	23	0	3346
074704- AC	HEANG K	5	28	0	408
074714- AA	HLYNSKY K	2D	23	5	3318
074714- AC	HLYNSKY K	2D	19	3	2898
074704- AB	LEE H	5	8	0	352
074709- AD	MCNAUGHT S	4N	29	12	2412
074712- AH	MORGAN L	4D	28	4	3264
074704- AA	NGUYEN HQ	5	0	0	0
074712- AD	PROTHERO M	3D	26	2	3072
074712- AF	PROTHERO M	4D	23	4	2604
074709- KA	RORICK M	3N	10	0	990
074712- AB	TERPIN M	1D	26	0	2868
074712- AA	TERPIN M	1D	18	4	2316
074706- AA	WILSON J	7	22	0	1140
0750B AA	NGUYEN HQ	6	30	1	1645
074712- AJ	ASHLAND J	3D	17	0	972
TOTALS			421	59	40518

PREPARING A BLANK DATA DISKETTE

At the beginning of each term, data diskettes must be prepared for use. In order to do this, the computer system must be in monitor mode.

Turn the computer on with the program diskette in Drive 1. When the main menu is displayed, press the RESET button. This puts the computer into monitor mode. Now enter the command:

LOAD MENU D2

When the whirring stops remove the program diskette. Put a blank diskette into Drive 1. Be sure it is blank. It is about to be erased. Now the command is:

INIT MENU

After about a minute, it will stop. Remove it from Drive 1 and put it into Drive 2. Replace the program diskette into Drive 1. Now enter the command:

RUN BEGIN

The computer asks questions about the term during which the diskette will be used. When these are all answered the main menu re-appears.

THE USE OF MULTIPLE DATA DISKETTES

Experience at Chemeketa Community College has shown that a data diskette can manage about 600 students. If more than that is expected: the sections should be divided up in some logical way. At Chemeketa we put day ABE sections on one diskette, day GED on a second, evening classes and HSC on a third, outreach and special classes on a fourth, fifth is labeled ESL.

If a data diskette is too full, an error message is displayed, and the computer stops. (See Recovering From Errors.) Another diskette can be used to enter more students into these same secitons, but the computer will treat the situation as two separate sections.

Be sure that the Main Menu options are on the screen before the data diskette is removed and another is inserted. If this precaution is ignored, both diskettes will become fouled up. The second one may be irrecoverably messed up.

There are a few programs that are equiped to access data from more than one diskette. While using these programs, the computer displays a message on the screen that indicates the suitable time to remove one data diskette, and insert another.

SPECIAL PURPOSE PROGRAMS

Contained on the program diskette are some programs not accessable from the menu system.

RENUMBER

The system program from Apple to resequence line numbers in a program.

COPY

The system program from Apple to copy all the information from one diskette onto a blank one.

BACK 4TH

This program can be used after running the official fourth week report. It will copy the fourth week data from the program diskette to any other initialized diskette.

SORT SSN

This program can be used to sort the social security file. Some of the menu programs use it, but it can be used as a stand alone. Upon completion it returns to main menu.

GET SSN

This program rebuilds the SSN file, by going thru every section and accessing every student. It then runs SORT SSN.

SORT FILES

This program may be used if some section files get messed up. It sorts each section file, and then runs GET SSN.

PR SSN

This program can be used to see what is contained in the SSN file.

TWO ND DISK

This program can be used to set up a second diskette if a DISK FULL message is encountered. It copies the section information from the full data diskette onto a blank intialized diskette. It also resets the number of students in each section to zero, on the new diskette.